

How to Add Members on Murphy-Online

Each club must report 10 members on Murphy-Online to be recognized by Campus Life. Failure to report members can lead to probation.

1. Login to Murphy Online so you are looking at your club's page, and on the bottom of this page, click on "Proceed to Membership Page."
2. The "UST Club Org Membership Page" should appear. Enter the student user ID (email address), for example "laf3456" (don't enter "@stthomas.edu") then click "Submit"
3. Fill in the necessary information with these helpful hints:
 - "Club Manager?" is the ability to let students update information on Murphy
 - "Update/Insert" notifies you are adding or updating membership for the club. The two options are "do nothing" or "update/insert." You will ALWAYS want "update/insert."
 - "Club Position" is the ability to identify who the person is in your club. Options like president, vice-president, historian, marketing coordinator, and others are available.

Club Name: Kite Flying Society
Club ID: KFS
Academic Year: 2012
Net ID or UST ID:
Name:
Club Manager? No 
Member Status: Active

Update/Insert:	Club Position	Club Membership Start (MM/DD/YYYY) Enter/Update	Club Membership End (MM/DD/YYYY) Enter/Update
Update/Insert	Member	06/14/2012	08/30/2012
	Chairperson		
	Co-Chairperson		

RELEASE: 8.2

4. Enter this information and click "Submit."
5. The "UST Club Org Membership Page" should appear again, this time with **Member inserted** on the page.

UST Club Org Membership Page

Member inserted 

Club Name: Kite Flying Society
Club ID: KFS
Academic Year: 2012
Net ID or UST ID to Query:

Current Members List

RELEASE: 8.2

How to Report Service Hours on Murphy-Online

Each club must report 1.5 community service hours per member on Murphy-Online. Failure to report hours can lead to probation.

1. Login to Murphy Online so you are looking at your club's page, and on the bottom of this page, click on "Proceed to Event Page."
2. Click "CREATE NEW EVENT" then click "Submit Event Selection."

Select an Event that you wish to work with for Kite Flying Society for academic year 2012

CREATE NEW EVENT 

[Events List](#) 

RELEASE: 8.2

3. Fill in all open boxes
 - a. Under "Event Type" make sure to indicate "Community Service" & under "Event Attendance Count," enter the number of club members attending the event
 - b. Under "Total Service Count" enter the total number of hours for the event (Example: if 3 members participated in Community Clean-Up for 2 hours then your "Event Attendance Count" is 3 & your "Total Service Count" is 6)
4. After you've entered all of the information, click "Submit"

Club/Org Name: **Kite Flying Society** Academic Year: **2012** Event ID: **99**

Event Name:

Event Description:

Event Date - format MM/DD/YYYY:

Event Location:

Event Type:

Event Budget - whole number, no decimals (100):

Event Term:

Event Attendance Count - (Use whole number):

Total Event Service Hours:

Event Coordinator:

